

SUBJECT: Revised ADS 504, Agency Notices, and Corresponding References

NEW MATERIAL: M/AS/IRD made substantive and editorial modifications to ADS 504 and its references. Some of these changes were made after receiving feedback from USAID/W and Mission personnel and BTEC. Here is a list of which documents were updated and revised:

- ADS Chapter 504
- 504mac, The USAID Notice Process: Creating, Clearing, and Sending Agency Notices
- 504mad, Instructions for Creating a Notice without the Macro Form
- 504mae, Instructions for Creating a Notice with the Macro Form
- 504saa, Sample Agency Notice

EFFECTIVE DATE: 11/29/2005

- ATTACHMENTS:**
1. [ADS 504](#)
 2. [The USAID Notice Process: Creating, Clearing, and Sending Agency Notices](#)
 3. [Instructions for Creating a Notice without the Macro Form](#)
 4. [Instructions for Creating a Notice with the Macro Form](#)
 5. [Sample Agency Notice](#)

POLICY

USAID/General Notice
M/AS/IRD
11/29/2005

Subject: Revised ADS 504, Agency Notices, and Corresponding References

Attached to this Notice, ADS 504 and four of its references.

M/AS/IRD made substantive and editorial modifications to ADS 504 and its references. Some of these changes were made after receiving feedback from USAID/W and Mission personnel and BTEC. The biggest complaint we received is that there are too many Leave of Absences Notices being issued. These are also known as "out-of-office" or "TDY" or "Acting while [insert name] is out of the office" Information Notices.

People thought it was helpful to know when the A/AID, DA/AID, AAs, CAO/PE, CFO, and CIO were going to be out of town. However, they thought it best that, when a DAA, Director, or Division Chief is out of the office, this information should be sent by an AMS officer to employees within the applicable Bureau/Office/Mission and to other applicable AMS officers - it should not be issued as an Agency Notice.

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Please note that we have thoroughly modified the chapter and references. We edited the material, rearranged the order of sections, updated office symbols, added graphics, attached the cover sheets, etc.

Point of Contact: Any questions concerning this Notice may be directed to Krista Hawkins, M/AS/IRD, (202) 712-5032 or send an e-mail to ads@usaid.gov.

Notice 1172

File Name	Notice Date	Effective Date	Editorial Revision Date	ADS CD No.	Remarks
IU5_0514_120605_nocd	11/29/2005	11/29/2005			This IU will be cancelled once CD 42 is released.

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